



US EPA'S ELECTRONIC NOTICE OF INTENT (eNOI) SYSTEM Certifying Official for No Exposure Certification (NOE)

Owners/operators of industrial facilities can apply for EPA's No Exposure Certification (NOE) via the eNOI system. Federal regulations require the certification of the NOE by a responsible corporate officer or a principle executive or ranking elected official (for government organizations).

Within the eNOI system, the certification is completed by the "Certifying Official."

CERTIFYING THE NOE

If you are a Certifying Official, you will receive an e-mail from the "NOI Call Center" that notifies you that there is an NOE ready for your review and certification. Each Certifying Official must have his/her own account in eNOI. If you do not have an eNOI account, you must first register through EPA's CDX interface, which provides a central log-in to many of EPA's program systems. To register, go to the CDX home page at: http://cdx.epa.gov/epa_home.asp

Important Things to Know About Using eNOI

- Certifying Officials must log-in to eNOI to review NOEs prepared by staff and submit to EPA. The NOE form is not officially submitted to EPA until the Certifying Official designated by the form preparer certifies the form and received confirmation in eNOI.
- Either the Certifying Official or an NOE preparer can file an NOE, but only the Certifying Official can certify the NOE. NOE preparers (including consulting firms) can have an account in eNOI as a Staff User Role. NOE preparers can designate an existing or enter a new Certifying Official, but the preparer must enter the same e-mail address of the designated Certifying Official as the Certifying Official's eNOI account e-mail address.
- If you need help remembering your security questions, please contact CDX helpdesk at 888-890-1995 between the hours of 8:00 am and 6:00 pm (EST) or by E-mail to EPACDX@CSC.COM
- Your eNOI session will time-out after 20 minutes of inactivity.

STEP 1: Log-in to the eNOI System

Log in through the CDX interface at http://cdx.epa.gov/epa_home.asp to access the eNOI system. Continue from your MyCDX page (pictured right) to access the eNOI system by choosing the link "SWENOI: Stormwater eNOI" at the bottom of the screen. You will be directed to your eNOI user home page.

Central Data Exchange - MyCDX

Welcome, Ms. Kristin Tensuan! Last Login: January 9, 2009
Registered Since: January 9, 2009
Recertification Date: January 9, 2009

CDX Registration Status: Active

You have 1 new message in your [inbox](#)

[Change System Password](#) [Edit Personal Information](#) [Edit Current Account Profiles](#) [Add New Employer Profile](#)

Available Account Profiles:

- [SWENOI: Stormwater eNOI](#)

STEP 2: Review the NOE Ready for Certification

At the bottom of your eNOI user home page, you will see a list of documents associated with your account (example pictured right). Rows highlighted in red indicate that the form is waiting for you to take an action (e.g. waiting for your certification).

Choose "Certify" in the Actions drop-down menu for the highlighted item, and click the "Go" button.

You will see a "Form Review" screen (example pictured right).

Once you've reviewed the information, click the "Confirm and Continue" button at the bottom of this page.

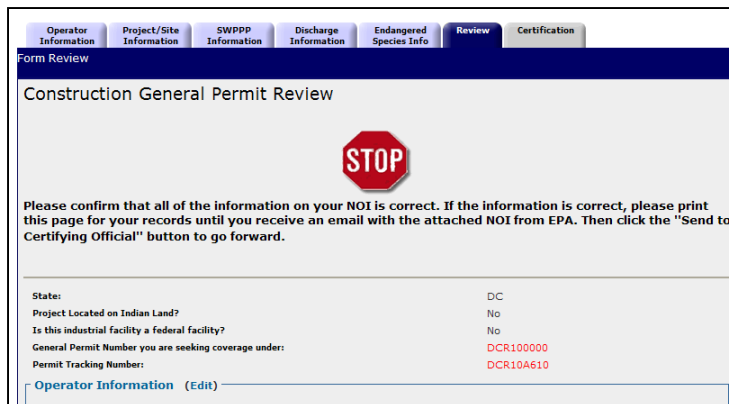
The next screen, "Form Confirm", is similar to the previous "Review" screen. To continue to certify the information, click on the "Certify" button at the bottom of the screen.

Tracking Number	NOE Submitted Date	Date of Receipt	Application Type	Owner/Operator Name	Project Title	Project City	Project State	Status	Actions
WA005AG46	02-06-2009	03-08-2009	MSGP	ABC	ABC facility	Seattle	Washington	Active	Go
AK005C171	02-06-2009		MSGP	ABC HQ	ABC	Juneau	Alaska	Certified	Go
AKNOEC172	02-06-2009	02-06-2009	NOE	GENERIC COMPANY XYZ	XYZ	Juneau	Alaska	Active	Go
AK10C173	02-06-2009		CGP	ABC	ABC facility	Juneau	Alaska	Draft	Go
AKNOEC176	02-06-2009	02-05-2009	NOE	ABC	ABC Facility	Juneau	Alaska	Active	Go
DOK104610	02-03-2009		CGP	ABC HQ	ABC	Washington	District of Columbia	Submitted	Go
DOK104608	01-14-2009		CGP	ABC HQ	ABC	Washington	District of Columbia	Terminated	Go
DOK05A607	01-09-2009	02-08-2009	MSGP	ABC HQ	ABC HQ	Washington	District of Columbia	Active	Go
DOK05A606	12-12-2008		MSGP	ABC	ABC	Washington	District of Columbia	Draft	Go

STEP 3: Complete Certification Information

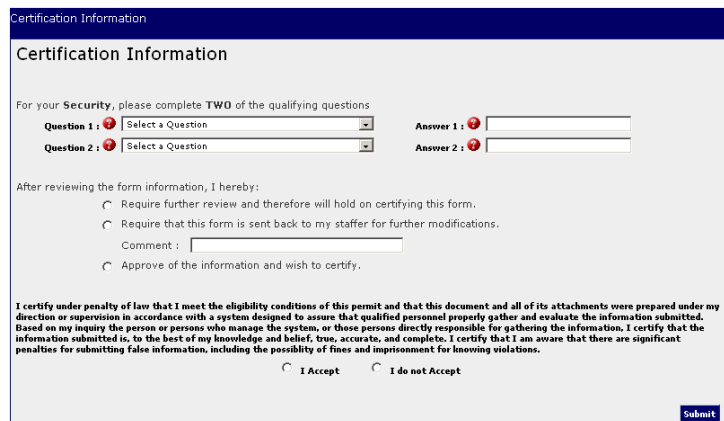
To certify the NOE, the certifier must correctly answer the two qualifying questions that were originally selected during the user role selection process. (NOTE: these security questions are different than the one you created for CDX registration.)

If you need help remembering your security questions, please contact CDX helpdesk at 888-890-1995 between the hours of 8:00 am and 6:00 pm (EST) or by E-mail to EPACDX@CSC.COM



Certifiers may choose from the following radio buttons:

- Require further review. This option will hold the certification process and allow the Certifying Official to come back at a later time to complete the certification process.
- Require that the form is sent back to the staffer for further modification. This option will initiate a notification to the NOE preparer for further revisions.
- Approve of the information. Choose this radio button to complete the certification process.



Lastly, the certifier must accept that they meet the eligibility requirements of a certifying official by clicking on the appropriate radio button and click the "Submit" button.

Once submitted to EPA, your NOE information will be publicly available on the internet at: www.epa.gov/npdes/noisearch

If you have questions about the eNOI system, please contact the EPA's NOI Processing Center using one of the following options:

- By Telephone: Person-to-person telephone support is available from 8:00 am to 5:00 pm (EST). Call our toll-free line at 866-352-7755. *For Puerto Rico area: Call 703-916-1660 x110.
- By Webform: Fill out the online form at www.epa.gov/npdes/noicontact
- By E-mail: Send an e-mail to NOI Center staff at noi@avanticorporation.com